



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Claims Audit Services

Solicitation Number: RFP 20-085; RFx 6100013025

Description: The City of San Antonio, Office of Risk Management is seeking a qualified professional contractor interested in providing workers' compensation, general and auto liability claims audit services. The City desires to engage Respondent to arrange for and coordinate an annual Claims Audit of the City's Third Party Administrator and Workers' Compensation Healthcare Network, covering Workers' Compensation and Medical Cost Containment services, and the Office of Risk Management's in-house General Liability and Auto Liability programs. The annual claims audit shall commence during the month of January and final reports for workers' compensation, general liability, and automobile liability shall be provided to the City's Office of Risk Management no later than March 31st of the same year. In addition to claims audit services, the Respondent will provide up to 50 hours of annual claims consulting services.

Applicable Product Categories:

- 95861 – Insurance and Risk Management Services**
- 94620 – Auditing**
- 91804 – Accounting/Auditing/Budget Consulting**
- 95327 – Claims Processing Services**
- 96116 – Claims Processing Services**

Date Issued: Tuesday, September 15, 2020

Due Date & Time: Friday, October 16, 2020, 11:00 A.M. Central Time

A Pre-Submittal Conference is scheduled for September 22, 2020 at 1:00 p.m. Central Time. The Pre-Submittal Conference will be held via WebEx meeting and the meeting agenda may be accessed in the SAePS portal. Prospective Respondents may join the WebEx using the following instructions:

Join by phone: 1-415-655-0001

Meeting number (access code): 133 524 0078

Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents who join the WebEx Pre-Submittal Conference are highly encouraged to email the solicitation's point of contact person confirming Respondent attendance and participation through the WebEx. Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City.

Staff Contact Person: Charisma Esparza, Procurement Manager, Charisma.Esparza@sanantonio.gov

Evaluation Committee Voting Members:

Debra M. Ojo, Director, Office of Risk Management

Matthew Nielsen, Claims Administrator, Office of Risk Management

Baltazar "Buddy" Vargas, Audit Manager, City Auditors Office

Dawn Opperman, Compliance & Resolution Administrator, Finance Department

Pursuant to Section 010 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP has been released until staff has determined and notified all who gets the award; and 2) City employees from the time the RFP has been released until staff has determined and notified all who gets the award.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **1:00 p.m., Central Time, on September 25, 2020**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Charisma Esparza, Procurement Manager
City of San Antonio, Finance Department – Purchasing Division
Charisma.Esparza@sanantonio.gov

Questions submitted, and the City's responses will be posted with this solicitation in the SAePS portal.

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids).

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.